Distance Learning Committee - Minutes

October 22, 2024

# Attending

| **Y/N** | **Member Name** |
| --- | --- |
| Y | Josh Cabrera |
| Y | Sable Cantus |
| Y | Landry Chaplot |
| Y | Katie Datko |
| Y | Luis Echeverria Newberry |
|  | L.E. Foisia – on leave until December |
| Y | Jenny Gernhart |
| Y | Hong Guo |
| Y | Mike Hood |
| Y | Carol Impara |
| Y | Dana Johnson |
|  | Tammy Knott-Silva |
| Y | Catherine McKee |
| Y | Sonia Ortega |
| Y | Romelia Salinas |
| Y | Eric Turner |
| Y | Ann Walker |
| Y | Sandra Weatherilt |
|  | Dulcerina Penasales, Student Representative |

**Guests:** Jannet Ortiz

| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| --- | --- |
| **Approval of DLC minutes**: October 8, 2024 | The minutes from the October 8, 2024 were approved. |
| **Report:** Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Catherine) | **AB 1111**: Much continued discussion regarding common course numbering.**AB 928**: 25 ADTs have been approved with three more almost done.**General education**: We’re encouraged to read the college’s general education philosophy in the college catalog, in preparation for the upcoming general education town halls.**DL amendment forms**: fall 2024 is the last semester faculty can use the smartsheet to submit DL amendment forms. Starting spring 2025 faculty must submit through WebCMS.**DLC minutes**: C&I accepted our minutes. |
| **Report:** Information Technology Advisory Committee (ITAC) Report  | No new updates since last DLC meeting. |
| **Report:** Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | CVC/ONE Updates:* [**AI Webinar Series**](https://onlinenetworkofeducators.org/webinars/)Led by José Antonio Bowen and Michelle Pancansky-Brock.
* Spring 2025 schedule will be out on October 28 for [**@ONE courses**.](https://catalog.onlinenetworkofeducators.org/)
	+ Including Self-Paced Intro to AI class

FCLT Workshops Friday, 10/25 * **Ethics & Limitations of Generative AI Detectors** 9:30 AM
* **Generative AI: Your New Teaching Assistant** 11 AM
* **From Pedagogy to Andragogy: Teaching the Breadth of Mt. SAC Students** 1 PM
* **Diving into Design Tool with Cidi Labs** (new Cidi Labs menu) 3:30 PM
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| **Report:** Education and Technology Committee (Sonia) | Next meeting is on Monday, October 28. |
| **Report:** AssociatedStudents | Dulcerina Penasales will be the student representative on the committee. |
| **Update:** Regular and Substantive Interaction (RSI) (Jenny Gerhart) | Every adjunct who is currently teaching but has not signed up for RSI review has been put on a list for department chairs for individual follow-up.There are 283 faculty signed up for RSI Review. 25 have been completed.Module Zero is done but there were some FERPA concerns with publishing Module Zero example.A faculty celebration is tentatively planned for November 22.RSI is now required for SPOT certification. Suggestion to make language clear that RSI must be passed in order for the RSI review to be marked as complete. Non-credit faculty want to sign up for RSI, but the review process is not available yet – 100% fully asynchronous Spring 2025 courses are being prioritized.Michelle and Jenny will be updating the Smartsheet to track how long the RSI review process is taking.Discussion about advocacy for continued RSI funding for mentors and reviewers. |
| **Update:** SPOT Recertification (Catherine) | 343 faculty must earn SPOT Recertification by July 31, 2025. Many faculty needing Recert seemed to attend Friday’s RSI Intensive. |
| **Update:** Accreditation and RSI(Hong Guo) | Spring 2025, credit, asynchronous courses will be pulled for RSI Accreditation Review regardless of units – labs included. |
| **Update:** Starting spring semester 2025, according to a legal opinion obtained by our Academic Senate, the DLC will be required to meet on campus. | Please look at your spring schedule to see if you’ll be able to continue serving on the DLC in light of this new requirement. Attendees attending remotely would have to post a notice from their remote location and allow public participation.We will also be required to post our agenda at least 72 hours in advance of the meeting, post minutes, etc.Senate would like a member of the DLC to serve on the “Courses for Incarcerated Students” task force. Is anyone interested? Meetings will be held some Mondays from 2:00 – 3:00. Since this is a task force rather than a committee it’s likely that it can meet via Zoom. |
| **Update:** DL handbook | Catherine and Carol reviewed the reformatted Handbook and made some changes. Carol reached out to RSI Coordinators to see if they wanted to edit the RSI Review section. When the Handbook is completed, we will send it to Katie. Completion date: aiming for November. |
| **Update:** student survey (Romelia) | Romelia has had a preliminary meeting with a researcher. The Chancellor’s Office is in the process of conducting a survey for online students – the survey will be shared with the committee for consideration. Committee can also develop their own survey. |
| **Discussion:** IAOTL meeting SPOT requirement (Catherine, Katie, Ann, Carol) | * + [**OTD\_IAOTL Crosswwalk**](https://mtsac0-my.sharepoint.com/%3Ax%3A/g/personal/cdatko_mtsac_edu/EfIO-QaefepBpZcZvHxSkkoBCsFp1r_4fywTifddyLaDvw?e=EOmxHQ)
	+ [**SPOT\_OTD Crosswalk**](https://mtsac0-my.sharepoint.com/%3Ax%3A/g/personal/cdatko_mtsac_edu/Ed-0vNkEdF1EqZXyyFb0pq8BqMpn235wP1U2NsvS8IbNZQ?e=nt1jet)
	+ [**SPOT Rubric (Current)\_OTD\_IAOTL Crosswalk**](https://mtsac0-my.sharepoint.com/%3Ax%3A/g/personal/cdatko_mtsac_edu/EaU5mbmZV4ZDiADz94HfzT0BEW3Ayx54PkHA9NNiJeVAiw?e=PPaCFe)

Abbreviated SPOT course deliverable ideas: * Orientation and 1 content module
* IAOTL, Regs Update, and 2 or more modules

Required: Orientation ModuleSuggestion to have 2 content modulesWhat rubric should be used for an abbreviated SPOT review?* SPOT rubric suggestion

Committee will accept IAOTL, 1 hour Regs Update, 2 content unit modules, 1 orientation module for the abbreviated SPOT process.A formal recommendation needs to be submitted to Academic Senate for approval. This topic will be continued at the next DLC meeting. |
| **Discussion: DL mission and vision statement?** | Other campuses have DL mission and vision statement – Should DLC add a mission and vision?DLC committee has a purpose and function already.Topic will continue to be discussed at the next meeting.  |
| **Discussion:** How can we get faculty and chairs to comply with the RSI plan requirement? (Ann) | * Smartsheet notification to chairs and deans when faculty earn SPOT certification with reminder of RSI plan and course review requirement?
	+ Section 13.A.5 of faculty contract
	+ Suggestion: go through certification process and have an additional step for RSI plan
	+ Smartsheet submission along with syllabus?
	+ Incorporate Module Zero into SPOT?
	+ New SPOT will require RSI plan – TBD who will review the RSI plans
* New SPOT to require submission of RSI plan.
* Other ideas?
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| **Review:** DL Amendment Forms**Mike Hood**ANAT 10BBIOL 13CHLD 5KIN 44PSYC C1000PSYC C1000HSTAT C1000STAT C1000HVOC ASC12 **Sable**VOC ASC34VOC ASC71VOC ASC72VOC ASC73VOC ASC74VOC ASC76VOC ASC94VOC ASC96**Sandra**BUSM 53BUSM 60BUSM 85ID 60ID 62LIT 11ALIT 11BLIT 46VOC ASC16 | Review: DL Amendment Forms Checked and approvedAdded units to form, otherwise approvedNo synchronous methods checked. Otherwise approvedChecked and approvedChecked and approvedChecked and approvedChecked and approvedFixed title and added units to form. Otherwise approvedChecked and approvedThese courses will be revisted at the next DLC meeting.Checked and approved.Checked and approved.Checked and approved.Checked and approved.Checked and approved.Checked and approved.Checked and approved.Checked and approved.Checked and approved.The committee approved the recommendations to approve and move forward to Curriculum. |

SPOT Recertification